

AutoFormat of cells and sheets

Using AutoFormat

You can use AutoFormat to format a group of cells.

- 1) Select the cells in at least three columns and rows, including column and row headers, that you want to format.
- 2) Go to **Format > AutoFormat Styles** on the Menu bar to open the AutoFormat dialog (Figure 50).
- 3) Select the type of format and format color from the list.
- 4) Select the formatting properties to be included in the AutoFormat function.
- 5) Click **OK** to apply the changes and close the dialog.

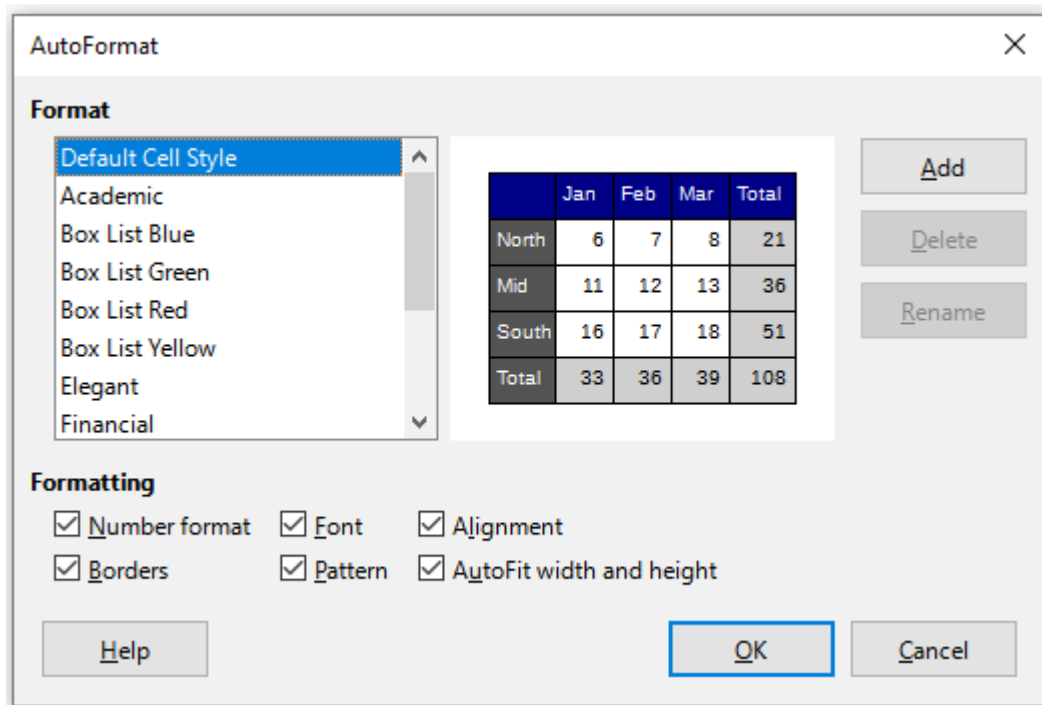


Figure 50: AutoFormat dialog

Defining a new AutoFormat

You can define a new AutoFormat so that it becomes available for use in all spreadsheets.

- 1) Format the data type, font, font size, cell borders, cell background, and so on for a group of cells.
- 2) Go to **Format > AutoFormat Styles** to open the AutoFormat dialog. The **Add** button is now active.
- 3) Click **Add**.
- 4) In the *Name* box of the Add AutoFormat dialog that opens, type a meaningful name for the new format and click **OK**.
- 5) The new AutoFormat is now available in the Format list in the AutoFormat dialog. Click **OK** to close the AutoFormat dialog.